**SKYPE ETTIQUETTE**

1. **Please do not speak while others are talking!**
2. **Speak in a clear voice!**
3. **Wait your turn to speak!**
4. **Only positive comments!**
5. **Manners matter!**
6. **Wait your turn to ask a question!**

Perhaps the most important rule of all is a rule you have probably already heard of: **Treat all others the same way you would want them to treat you.** Follow this "Golden Rule"!